

Contract Name: **Corel Software**
Solicitation Number: **5400005917**
Contract Period: **06/11/2013 to 06/10/2018**
[Terms and Conditions](#)

Software Acquisition Manager
Solicitation Number: **5400001873**
Contract Period: **02/15/2011 to 02/14/2016**
[Terms and Conditions](#)

ITMO Procurement Manager:
Debbie Lemmon
803-896-5236
dlemmon@itmo.sc.gov

Last Updated: 06/11/2013

Software Acquisition Manager (SAM)

The Corel contract is utilizing the services of the Software Acquisition Manager (SAM).

The purpose of the Software Acquisition Manager (SAM) is to maintain a real-time web-based vendor hosted system for use by all Agencies. The SAM can be defined as a software acquisition manager acting as an order fulfillment, distribution, and tracking system designed to monitor software licenses, license transfers, license redistribution, software maintenance and renewals, and warranty transactions as well as invoicing and payment from acquisition to end of life cycle.

Please make sure you are inserting the appropriate contract number and vendor information when creating your Shopping Cart. The contract number is [4400003161](#), the vendor name is [NewVenue Technologies, Inc.](#), and the vendor number is [7000147823](#).

In order to notify you of the delivery of your Corel License Confirmations, **[please provide the contact information for your primary licensing contact on each Purchase Order.](#)** Please choose the individual to whom the Corel Licensing Confirmations should be sent. This simple procedure should allow you to fully catalog your Corel licenses and may simplify tracking of lost or missing orders.

***The Primary Licensing Contact Information requested is as follows:**

Primary Contact Person
Primary Contact Person E-mail Address
Primary Contact Person Phone Number

***The primary licensing contact should be a single point of contact per department or agency.**

The SAM is assisting Advantec Global Services with this process. Effective January 1, 2012, any Purchase Order submitted to the SAM that does NOT contain the primary contact person information cannot be processed.

Please adjust your Purchase Orders and business forms/processes accordingly.

[Click here for instructions how to place orders for Corel software](#)

[Click here for information regarding Software Acquisition Manager \(SAM\) Value Added Services](#)

NewVenue Technologies, Inc.
Terris S. Riley
Phone: 803-667-9650
Fax: 800-992-3727
Email: triley@newvenuetech.com

Send purchase orders & Payment to:

NewVenue Technologies, Inc.
P.O. Box 292142
Columbia, SC 29229

Contract #: 4400003161
FEIN: 87-0740249

The below listed vendor is responsible for providing all Corel Products to the SAM.

EN POINTE TECHNOLOGIES SALES, INC**On-Site Sales Support:**

Name: Imran Yunus
Phone: 310-766-0124
Email: iyunus@enpointe.com

Inside Sales Support:

Name: Sanida Nazar
Team Phone # : 310-337-5200 X 2437
Fax: 310-258-2372
Email: snazar@enpointe.com

Backup Sales Support:

Name: Talal Saleem
Phone: 310-337-5200 X 2918
Email: saleemt@enpointe.com

Important: Any purchase orders issued to En Pointe Technologies will be returned back to the customer.

Contract Pricing**How to Place Purchase Orders for Corel software**

To place purchase orders for your Corel software needs, please use the following steps:

Step 1

Visit the State's Procurement website for pricing. If you need assistance, contact En Pointe Technologies for a quote (if needed).

Step 2

Complete your Purchase Order—ensuring that the PO is addressed to the SAM (NewVenue Technologies, Inc.)

NewVenue Technologies, Inc.
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Columbia, SC 29229
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ALL USERS

1. You MUST make sure that your PO matches the Quote 100%.
2. The amount of taxes on your PO should match what is referenced on the quote. Electronic Delivered items are Tax Exempt.
3. Electronic Delivery items should include a note that states "Electronic Delivery Only". This is a requirement on all orders that include downloaded software – NOT MEDIA.
4. Include your Quote Number on all PO's you send.
5. Include a "Ship to" address even if nothing ships with the order.

If you fail to follow these instructions Purchase Orders will be returned for correction or the tax indicated on the PO will be applied to the order and any request for reimbursement of paid taxes will need to be handled through the Department of Revenue.

NOTICE TO STATE AGENCY SCEIS SHOPPING CART USERS:

Please make sure you are inserting the appropriate contract number and vendor information when creating your Shopping Cart. The contract number is 4400003161, the vendor name is NewVenue Technologies, Inc., and the vendor number is 7000147823.

Step 3

Send the purchase order and/or quote to the SAM using one of the methods below:

- **Email** the PO to: Corel@mysamcentral.com
- **Fax** the PO to: **1-800-992-3727**
- **Mail** the PO to:
[NewVenue Technologies, Inc.](#)
[P.O. Box 292142](#)
[Columbia, SC 29229](#)

Once received, the SAM will acknowledge the order and submit it to En Pointe Technologies for immediate processing.

Important: Any purchase orders issued to En Pointe Technologies will be returned back to the customer.

Step 4

Once your order is processed by En Pointe Technologies, the SAM will enter all of the software licensing information into MySAM Central (the State's software inventory database). The SAM (NewVenue Technologies, Inc) will also invoice for payment. Software will be provided to agencies directly from En Pointe Technologies.

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